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CHAPTER 10

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CHAPTER 10

VALIDATIONS AND ASSIST VISITS

10-1. Introduction. The Military Working Dog (MWD) program manager at CNO (N09N3)/NAVCRIMINSERV (Code 24F) is directly responsible for the establishment of a validation/assist visit program. This includes the development of specific criteria necessary to ascertain whether the mission is satisfactorily accomplished and maintained.

10-2. Policy. Due to the critical nature of protecting human life and property the reliability/credibility of explosive detector dogs (EDDs) can not be overstated. To ensure EDDs maintain the highest standards of operational readiness in the war against domestic/international terrorism, commands with an EDD program shall receive annual validations. All other commands may be extended to an 18-month cycle, if requested via chain of command, to the MWD program manager at CNO (N09N3)/NAVCRIMINSERV (Code 24F). The Law Enforcement/Physical Security (LEPS) Assistance Teams or designated representatives, will coordinate the validation schedule with the command being assessed.

10-3. Objectives. The objectives of this validation program are:

- a. To evaluate the efficiency/effectiveness of assigned MWD assets.
- b. To determine the adequacy, quantity, and quality of available resources.
- c. To determine the existence and nature of any deficiencies in administration/management of resources, and to evaluate effectiveness of mission accomplishment.
- d. To ensure compliance with established policies and procedures.
- e. To make recommendations to correct identified deficiencies.

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10-4. Validation Visit - Initial Brief. If desired, the commanding officer, or designee, shall receive a briefing regarding the validation visit.

10-5. The Evaluation. The LEPS Assistance Team's evaluation shall include:

- a. The performance, productivity, planning, and programming in support of the required mission.
- b. The level of command/tenant activity support.
- c. Sufficiency of MWD allowances to meet work load.
- d. An evaluation of each MWD team to ensure performance of required tasks in accordance with certification standards.
- e. The administration of records/reports.
- f. The security, accountability, and storage of training aids.
- g. The adequacy of veterinary support.
- h. Evaluation of kennels, vehicles, and support facilities.
- i. Appropriate quantity/maintenance of equipment.
- j. MWD teams use in supporting the command mission.
- k. MWD proficiency training/trials are conducted.

10-6. Grades. Only "satisfactory" or "unsatisfactory" grades will be assigned and reported as an overall evaluation. A "satisfactory" evaluation shall be assigned whenever mission accomplishment meets or exceeds minimum required standards. An "unsatisfactory" evaluation shall be assigned when mission accomplishment is below minimum required standards or the assigned assets are incapable of performing required tasks. An "unsatisfactory" evaluation must be fully supported in the visit

report, and must be accompanied by all recommendations necessary to improve performance to an acceptable level.

10-7. Post-brief. The LEPS Assistance Team will conduct a post visit briefing with the commanding officer, or designee, to provide observations/recommendations.

10-8. Written Reports. Written evaluation reports will be prepared and submitted to the command evaluated and its chain of command. Observations/recommendations will be confined to important matters and presented in a concise manner. Written reports will be forwarded as soon as possible after conclusion of the visit.

10-9. MWD Validation After Action Report. (Report Control Symbol OPNAV 5585-6). No evaluation program is complete without proper follow up to ensure that appropriate action is taken on recommendations resulting from evaluations. Commanding officers shall submit after-action reports indicating the steps taken to correct all deficiencies and satisfy all recommendations listed in the report. Reports will be forwarded to the MWD program manager via the appropriate chain of command within 90 days of the receipt of the written report.

10-10. Re-evaluation. A re-evaluation will not normally occur unless MWDs are decertified. If MWD teams are decertified, a re-evaluation will be conducted within 90 days of the last day of the visit, dependent upon the availability of the LEPS Assistance Team.

10-11. Assistance Visits. Assistance visits are an essential part of MWD program management. If recertification efforts are beyond the technical expertise of local/regional kennel masters/supervisors, the LEPS Assistance Team may be requested. Requests for assistance should be addressed to the appropriate LEPS Assistance Team via the chain of command.

10-12. Evaluation Guides. The MWD evaluation guide outline is set forth below:

SECTION I - GENERAL

A. Mission and Tasks

1. Overall mission/use of MWD assets.
2. Liaison with tenant activities.

B. Organization and Management

1. Chain of command.
2. Knowledge of security supervisors concerning MWD team capability, use, and integration within the department.

C. Safety

1. Safety program.
 - a. Standard Operating Procedures (SOP).
 - b. Drugs.
 - c. Explosives.
2. Required safety equipment.
 - a. Drugs.
 - b. Explosives.

SECTION II - ADMINISTRATIVE RECORDS

A. Probable Cause Folders

1. DD 1834.
2. Lackland Air Force Base (AFB) form 375.

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3. OPNAV 5585/4 (from previous LEPS Assistance Team assessment).

4. Quarterly Review.

5. Resume.

6. Command Validity Certification/Demonstration.

7. OPNAV 5585/3 (from previous 12 months).

B. MWD Training Folders

1. Detector Dogs

a. Explosive/Drug Detector Training Record.

b. OPNAV 5585/1 (from previous 12 months).

2. Patrol Dogs

a. DD 1834.

b. Lackland AFB form 375.

c. OPNAV 5585/4 (from previous LEPS Assistance Team assessment).

d. OPNAV 5585/1 (from previous 12 months).

C. Daily Training/Utilization Reports (5585/1 and 5585/3)

1. Properly documented and accurate.

2. Required trials, training, and use.

3. Monthly proficiency percentages derived from trials.

D. Explosive/Drug Detector Training Record

Properly documented/accurate.

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E. Daily Training/Utilization Supplemental (OPNAV 5585/2)

Properly documented/accurate.

F. Canine Validity Test Data (OPNAV 5585/6)

Properly documented/accurate.

G. SOP

Written/approved guidelines for tasks performed by MWD personnel.

H. General Maintenance of all Documents

Accurately documented in blue/black ink with no white outs.

SECTION III - KENNELS AND SUPPORT FACILITIES

A. General Condition

1. Cleanliness.

2. Safety.

(a) SOPs.

(b) First-Aid Kits.

B. Drainage

Adequate/operational.

C. Security

1. Perimeter fencing.

2. Routine checks on MWDs/facility.

3. Appropriate warning signs in place.

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D. Fire Protection

1. SOPs.
2. Required extinguishers.

E. Water Supply

1. Adequacy (hot and cold).
2. Operational.

F. Charts

1. Food, Weight, and Stool Charts maintained.
2. MWD meets ideal working weight established by veterinarian.

G. Lighting

1. Adequacy.
2. Security.

H. Training Area/Confidence Course

1. Safety/adequacy.
2. Maintenance.

I. Food Storage

1. Availability.
2. Inspection.
3. Storage area/container.

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SECTION IV - TRAINING AIDS

A. Availability

Required training aids onboard.

(a) Drugs.

(b) Explosives.

B. Drug Enforcement Administration (DEA) Registration (when applicable)

1. Registration is renewed yearly.

2. A full size copy of the current DEA Registration is posted on the drug safe.

3. DEA 222s are inventoried semi-annually.

C. Accountability

1. Primary/alternate custodians, and authorization to handle letters, are signed by commanding officer/security officer/provost marshal.

(a) Explosives.

(b) Drugs.

2. Aids checked in/out in accordance with applicable instructions.

(a) Explosives.

(b) Drugs.

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3. Semi-annual/change of custodian inventories properly conducted and annotated correctly in checkout/in log books

(a) Drugs.

(b) Explosives.

4. Aids inspected for signs of leakage, tampering, or contamination

(a) Drugs.

(b) Explosives.

5. Appropriate documentation maintained in accountability folders for receiving, shipping, and chain of custody

(a) Drugs.

(b) Explosives.

D. Security/Stowage

1. Aids stored in authorized areas/containers per chapters 4 and 5 of this instruction.

(a) Drugs.

(b) Explosives.

2. Security of training aids during use

(a) Drugs.

(b) Explosives.

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E. Safety

SECTION V - VETERINARY SUPPORT

A. Availability

B. Health Records

1. Location/maintenance.
2. Semi-annual physicals.

C. Special Diets

1. Recommended/used.
2. Supplemented as required.

D. Kennel Sanitation Inspections

1. Conducted quarterly.
2. Written reports maintained.

E. Emergency Procedures

1. Evacuation.
2. Availability of military/civilian veterinary service phone numbers, location, etc.

SECTION VI - EQUIPMENT

A. Equipment

1. Sufficient quantity/quality.
2. Properly inspected/maintained.

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3. Sufficient quantity of blank ammunition.

B. Vehicles

1. Availability/maintenance.
2. Warning Signs.
3. Properly equipped.
4. Proper safety equipment
 - (a) MWDs/personnel.
 - (b) Explosive.

SECTION VII - PROFICIENCY TRAINING

A. Training

1. Proficiency training/trials being conducted.
2. All areas of command being used.
3. Deficiencies/corrective actions documented.
4. Training addressed to correct deficiencies/advance proficiency levels.
5. Excess MWDs receiving proficiency training/trials.

SECTION VIII - RECERTIFICATION/DECERTIFICATION
OF ASSIGNED ASSETS

- A. MWD Obedience MWDs will be evaluated at minimum/post certification standards described in appendix I.

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B. MWD Tasks Performance

1. Patrol. MWDs will be evaluated/certified at minimum/post certification standards described in appendix I.

- (a) Non-critical tasks.
- (b) Semi-critical tasks.
- (c) Critical tasks.

2. Drug Detector. A minimum of two training aids per odor will be used to evaluate/certify MWDs in at least two different locations. All training aids will be planted at level three difficulty described in appendix H.

- (a) Ninety percent accuracy per odor.
- (b) Basic obedience/confidence course.

3. Explosive Detector. A minimum of two training aids per odor will be used to evaluate/certify MWDs in at least three to five different locations. All training aids will be planted at level three difficulty described in Appendix H.

- (a) Ninety-five percent accuracy per odor.
- (b) Basic obedience/confidence course.

C. Search Patterns

- 1. Safety.
- 2. Productive areas cleared.

D. Response

- 1. Passive (sit) response has not been changed.
- 2. Response distinctive.

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E. Reward

1. Identified reward has not been changed without prior approval from the MWD program manager.

2. Reward given in a timely manner.